

## BUS DISCIPLINE POLICY

Each bus will have a seating chart that will be created and may be modified by the bus driver. The seating chart will be posted in the front of the bus for morning and afternoon routes. Students are expected to sit properly in their assigned seat until reaching their drop off point or the bus driver instructs them otherwise. Failure to do so will result in the student being placed in the Hierarchy of Bus Discipline, which could result in removal from the bus.

For all class three offenses, which include, but are not limited to, fighting, bringing drugs or alcohol on a bus, using profanity toward the bus driver or other school official, or bringing any kind of weapon on the bus, the result is **immediate removal from the bus for one calendar**.

For class one or class two offenses such as failure to follow directions, refusing to sit in assigned seat, being too loud, disrespect to the bus driver or other school official or any other action that causes the attention of the bus driver to be drawn from the duty of safely operating the bus, the procedure is as follows:

### First Offense

The **student is warned and parents or guardians are contacted** and made aware of the consequences of another referral.

### Second Offense

The student is **removed from the bus for ten school days**. The student and parents or guardians are contacted and made aware of the consequences of another referral

### Third Offense

The student is immediately **removed from the bus for one calendar year**.

All disciplinary referrals must be completed in entirety with a factual description of the behavior. Referrals will be placed in an administrator's hands, as soon as possible, but no later than the day following the infraction.

### Alexander City Schools Bus Rules

1. All students will sit properly in their assigned seats until the bus stops at their drop-off point.
2. All students will keep their body parts and personal belongings to themselves at all times.
3. All students will use a conversational voice volume.
4. All students will refrain from the use of profanity.
5. No students will throw objects out the windows.
6. No food or drinks will be allowed on buses.

Any violation of these rules will result in the student being placed within the Hierarchy of Bus Discipline which can result in permanent removal from the bus. Behaviors such as fighting, destruction of property and/or defiance of authority will result in immediate and permanent removal from the bus for the remainder of the school year (at the discretion of the administrator).

### Procedures Involving Bus Video

The video from a bus in the Alexander City School System may be viewed by the administration of any school involved in the incident being investigated, the administration of the Central Office, law enforcement officer, and Court officials. The purpose of cameras on each bus is to provide administrators the needed information to properly administer discipline when dealing with issues that occur on the bus.

**For reasons of privacy, students and/or parents may not view bus video unless subpoenaed by Court officials.**

**\*\* Procedure effective date August 6, 2012**

### Student Transportation

The following regulations shall apply to all students riding system-owned or leased buses:

- Students are responsible to the bus driver while on the bus.
- Students are subject to their school's Student Code of Conduct while riding school buses.
- Students shall not ride school buses on trips other than regular runs without filing permits with the principal that

have been authorized by their parent/guardian for such trips.

- Students shall be required to get on and off buses only at stops approved for them and at no other stops without the written approval of the principal.

Students should adhere to the following rules while riding school buses:

- Be on time at the designated pick up sites.
- Stay off public roads while waiting for the bus.
- Wait for the bus to stop before attempting to board.
- Keep all body parts inside the bus at all times.
- Assist in keeping the bus safe and clean.
- Refrain from loud talking or behavior which may divert the driver's attention.
- Refrain from damaging the bus (pay for any damage to seats, windows, etc.).
- Do not bring bottles, food, etc. onto the bus on regular routes.
- Leave no books, lunches, etc. on the bus.
- Keep aisles of the bus unobstructed at all times.
- Help with the comfort and safety of smaller students.
- Do not throw anything out of bus windows.
- Remain in your seat while the bus is in motion.
- Remain quiet when the bus is approaching a railroad crossing stop.
- In case of a road emergency, remain in the bus or follow the driver's instructions.
- Do not cause a major threat to the safety of school bus driver and passengers while on or off the school bus.

Students should adhere to the following requirements when exiting and crossing in front of the bus:

- make certain that the bus has come to a complete stop, that the door is still open, and that the stop signal is extended;
- cross in front of the bus within sight and hearing of the driver, look both ways;
- stay out of the line of traffic until the path across the roadway is free.

